

**RECORD OF BOARD PROCEEDINGS
(MINUTES)**

**Board Agenda Planning Meeting
September 14, 2015**

The Fayette County Board of Education met at 701 East Main Street, Lexington, KY 5:30 p.m. on the 14th day of September, 2015, with the following members present: **(1) John Price, (2) Melissa Bacon, (3) Amanda Ferguson, and (4) Daryl Love. Doug Barnett was not in attendance.**

Administration Present

Emmanuel (Manny) Caulk, Superintendent via phone
Shelley Chatfield, Staff Attorney
Myron Thompson, Acting Senior Director of Operations and Support
Darryl Thompson, Acting Senior Director of Equity, School Support and Community Engagement

Staff present: Amanda Dennis, Schuronda Morton, Jimmy Meadows, Bill Wallace, Bob Moore, Sam Condor, Julie Hawkins, Vicki Ritchie, Rodney Jackson, Jennifer Dyar, Marlene Helm, Lindsey Wright, Lisa Deffendall.

The purpose of the agenda planning meeting is to review the draft agenda with the Board before the Regular Board Meeting on September 28, 2015. The draft agenda is filed with the official minutes.

A. Call to Order

John Price, Chair, convened the meeting at 5:36 p.m.

G. Introductions, Student Performance and Recognitions

1. Introductions

John Price, Chair, welcomed Superintendent Emmanuel (Manny) Caulk via phone and introduced Joe Payne, the teacher representative. Mr. Payne is currently in his first year as the Behavior Coach at James Lane Elementary. He previously served as a special education teacher and department chair at Beaumont Middle School for seven years. This year, he became one of 22 educators across Kentucky to be named a Kentucky Hope Street Group Teaching Fellow, and was named an Asbury Teaching Fellow in 2014. He participated for two years in the FCPS Aspiring Leaders Program. He has presented at state conferences on reaching struggling learners and growth mindset. He received both in Bachelor's and Master's from the University of Kentucky, in Special education and Educational Leadership.

H. Superintendent's Reports (Amanda Ferguson arrived at 5:38 p.m.)

1. Manny Caulk reviewed the agenda with the Board. He called board's attention to KTRs resolution that will be presented for approval on September 28. Asked Board to approve Professional Leave for Personnel (Planning) this evening. He reported that Jennifer Dyar was available to answer any questions.

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Myron Thompson asked that the Board amend the agenda to include the KTRS resolution.

A motion was made by Daryl Love and seconded by Melissa Bacon to amend the agenda to include the resolution supporting funding of KTRS. The motion carried with a vote of 4 to 0.

A motion was made by Daryl Love and seconded by Melissa Bacon to amend the agenda to include the change to the Classified Probationary Period policy. The motion carried with a vote of 4 to 0.

A motion was made by Melissa Bacon and seconded by Daryl Love to approve the Professional Leave by District Personnel. The motion carried with a vote of 4 to 0.

Melissa Bacon – suggested that leave requests come to the Board in a timely manner, as there were several post approvals on the agenda.

Jennifer Dyar – responded that she had done a Link session with principals stressing the importance of planning and executing items for the agenda prior to the leave date.

Daryl Love – asked what kind of vetting Professional Development requests get prior to coming to the Board.

Jennifer Dyar – responded that the school PD chair reviews at the school level to see how it aligns with the school goals and their plan. Then the District PD office provides additional vetting for missing expenses, etc.

Amanda Ferguson – asked what the process was for Central Office PD requests.

Jennifer Dyar – reported that it would go first to the Senior Director over that department and then to the PD office.

Manny Caulk – offered to provide the Board with the document that the District PD office uses to control PD and the process. He asked if there were questions about the extended trips.

Melissa Bacon – commented that the next agenda item contained a post approval from the past weekend and two trips that occurred prior to the next board meeting.

A motion was made by Daryl Love and seconded by Amanda Ferguson to approve Extended Field Trips. The motion carried with a vote of 4 to 0.

Myron Thompson reviewed construction items – Mary Todd and Tates Creek Elementary BG-5 forms are being presented to close out those projects. There is also a project closeout form for the repair of the synthetic turf field at PL Dunbar, a change order at the new elementary at Passage Mound Way to address soil issues, a change order at Squires to delete bubblers from the standard classrooms as well as a reduction in retainage for the project. A deductive change order to the GC contract for the new school at Huntly Place for special inspections for karst conditions, as well as addressing unsuitable soils. Change order to the high school project at Winchester Rd. for the addition of fire hydrants to the property, unused sanitary sewer tap fee allowance, and a credit to substitute a new stone supplier. Finally, a BG-4 final approval and payment application for the HVAC project at Maxwell.

Melissa Bacon – asked in reference to the reduction in retainage at Squires and the BG-4 at Maxwell Elementary, what type of HVAC unit does the District now put in the new schools.

Bill Wallace – responded the district uses variable refrigerant systems, not boilers.

Melissa Bacon – Is this a Dykin unit?

Bill Wallace – responded that the district predominately uses those in most of our renovations unless they have geothermal.

Myron – concluded by saying that the Board should have received a memo outlining the savings the District will receive (\$2 million) as a result of the recent bond refinance.

J. APPROVAL OF CONSENT ITEMS

There was a quick review of consent items for the month.

K. APPROVAL OF ACTION ITEMS

1. The discussion then moved to the approval of contracts with Shelley Chatfield.

Melissa Bacon – asked if we had done business with the organizations before.

Shelley Chatfield – responded that we have done business with Imagine Learning, however ABA is a new vendor.

2. Julane Mullins moved to discuss the Working Budget that will be presented for approval on September 28.

- Budget is preliminary pending the completion of the annual audit due on or before November 15
- Beginning fund balance is projected to be \$35 million
- Looking at revenue trends and working closely with PVA and revenue office to look at trends.
- Beginning teacher salary \$42,010.
- Increased enrollment this year for another consecutive year.
- 5% contingency of \$25,965,252
- 2% salary increase and 1.5% step up for classified and certified
- \$2,943,808 encumbered purchase orders carrying forward from 2014-15
- \$1.5 million approved school allocated Section 6 carry forward from 2014-15
- Recommendations for funding of non-recurring expenses: Debt service shortage for bond payment \$300,000; network infrastructure costs of \$250,000; STEAM science lab \$33,000; installation and setup for portables \$80,000; Superintendent initiatives \$600,000; ground breaking and LPC \$15,000; physical support project money \$400,000 to do projects we have in process; \$350,000 set aside for Data Dashboard (data warehouse); \$700,000 startup funds for new elementary schools.
- After all revenue adjustments are made the District can expect more than \$1.5 million over projections in Tentative budget.
- Expecting a decrease in SEEK allocations so allocations have been kept level this year.
- Mandated 2% salary increase can be covered with increased revenue.
- Recommendations for funding of recurring expenses – 2nd month Section 6 adjustments \$200,000; Zonar (GPS) for busses \$69,000; KU electronic billing \$3600 per month; interpreter needs district wide for special needs students \$30,000; supplemental duties for Arts and Humanities, PLC and World Languages \$15,000; moving PGS coaches from Title II to general fund, \$400,000; funds for IB program \$40,000; STEAM portables rental \$86,400.
- Establish the following positions – non Yellow bus activities (transportation on behalf of other groups - i.e. Rotary, JA, etc.) \$5,000; additional driver and 5 bus monitors \$142,860 to cover additional ridership in transportation; a placeholder for data warehouse research analysts for updating and working on dashboard \$150,000.

Approved in May Tentative Budget was a 1.5% step up for certified and classified staff, 2% mandated salary increase, increases in KTRS match. 8% rate increase for utilities and sewer fees, property and fleet insurance increases and set aside funds for low performing schools. 2015-16 budget includes grant funds, food service and capital and building funds that are used for construction and debt service. Staff will continue to monitor available trend data and the beginning balance is not an audited number as of yet. Will not be firm until audit is complete.

Amanda Ferguson – asked if the startup funds for new schools were the new elementary schools

Julane – affirmed that they were, the budget office went back and looked at costs and realized there would be increased costs for technology, library resources, etc.

Amanda Ferguson – asked if the District had those numbers.

Julane – responded they were not available yet, it was initially factored on the low end at \$750,000 each this will increase it to \$1.1 million each.

John – responded that part of that was a function of the dollars available, the District could only put \$750,000 toward it until the entire budget picture was clear and they knew funds would be available.

Julane – responded if they needed to make adjustments we would

Amanda – asked about the Zonar item.

Julane – responded that is was something we were currently funding she had thought it had been discontinued, but it was not, so it was placed back in.

Amanda – Asked if the STEAM portable cost was \$86,000 for the year not the month

Julane – responded in the affirmative

Amanda – asked about the Superintendent initiatives

Manny Caulk – responded that in order to do a successful entry plan he was going to ask for an audit of the ELL, Special Education, Career Education Programs as well as district diagnostic programs. He used what other districts paid in the past as a fund place holder. He indicated that Fayette County would be the first district in the state to go through an extensive audit – that will be at no cost to the district. He is also in conversation with non-profits to support the audit of the District's work. The project is about using limited resources in our organization to deliver the best possible education to students.

Amanda – remarked that it was probably a conservative estimate for all that.

Manny – remarked that he was confident that other foundations will step up and support the District in these efforts using both in state and out of state resources. If they have the capacity and expertise to help out, he hopes they will step up at no cost for the District.

Melissa Bacon – Asked for a breakdown of the District supplemental costs for PLC communities, arts, etc.

Julane – responded that those are supplemental duties that were part of our salary schedule. Those were deleted when we did our budget last year.

Melissa – asked about the IB program reinstatement of funds.

Julane – responded that Tates Creek was funding those out of grant funds, but at the district wanted to support that program at the district level.

Daryl Love – asked about the network infrastructure what does it entail.

Bob Moore – responded that as the district has grown the equipment has reached its capacity (it is also about 11 years old). The District has increased students, the number of devices by encouraging students to use devices, so we have reached the capacity of our network. The Technology Department wants to increase the network so that it will support current usage as well as grow with usage.

When there is an issue with the network it will be easier to isolate. They can also split voice traffic from the network so that if there is an issue, phones will not go down if the network goes down. They are modernizing the network and increasing safety.

Daryl – asked what the network would look like to support 21st century learning.

Bob – Responded that the District is moving more to personal devices and away from desktop devices. So we're supporting devices not just in instructional spaces like classrooms, but football fields, creeks for science, etc.

Daryl – Asked about the data dashboard and having 2 positions to maintain the data dashboard. If the District could not use existing jobs for this instead of requiring new positions to maintain it.

Bob – Responded that this was more a decision of the Data Department. One of the things we have found is that we're not consolidating data so that is usable and accurate. From a network and database management perspective two positions is not enough, but it is a start. We're maintaining the bare minimum right now, we need people who can maintain the data and turn it into something useful.

Daryl – asked who currently does the data maintenance.

Julane – Responded that she felt each department did it for their own reports.

Lisa Deffendall – chimed in that a lot of this goes to the strategic data project that was done and the District is not able to pull data from our own warehouse, but can from other servers. This is about maintenance, cleaning, analysis, and integrity and what schools need to drive instruction so that we are able to make data driven decisions.

Manny – Commented that some organizations are data rich and user poor. Looking at data, accountability and research and evaluation - we have gaps in our organizations. It is the now what? How do you inform decisions instead of just having a data dashboard – what is behind that system? You need folks to analyze that data and echoed Bob's feeling that we're operating at a deficit and we need to look at how to make it more robust.

Daryl – asked if this was going to be both internal and external facing.

Manny – it can, it can look at multiple data points, non-instructional data points as well. He offered to show from other districts what information that they are using

Daryl – asked if we see this as being the year of data cleansing and getting something ready to launch next school year.

Manny – responded that it will inform how we are organized by the data and how we display that data for others. He has seen systems that are more and some that are less extensive, he felt the District would be ready to launch in FY 2017.

Daryl – remarked that as board members they need to be able to see information and be transparent as well, not only with financial, but instructional. He also asked for a list of physical support projects.

Julane – responded that she would forward the list to them.

3. Update on Job descriptions

Senior Director of Academic services – Jennifer Dyar explained that this is a “repurpose” of the Chief Academic Officer Position which is absolutely critical to novice reduction. It will better align resources and this person will work closely with KDE on the 30/60/90 day plan.

Manny Caulk – Explained that it is an absolutely critical position, if you look at our organizational structure – he manages about 20 direct reports and is challenged by that. This position will take control of the academic services and will help drive not only fiscal resources, but human capital as well to assist in improving outcomes.

Jennifer Dyar – added that equally important was to approve a MUNIS analyst position.

Amanda Ferguson – wondered if it was a tweaking of the Chief Academic officer position, could Jennifer outline the major differences. If there was a requirement to have a Superintendent Certification as well.

Manny – responded that he did not have it in front of him, and was not sure. He deferred to Jennifer.

Jenny Dyar – she indicated that she would look them up and forward them to the Board.

Amanda – asked if this was an assistant superintendent position since there was a requirement for a Superintendent Certification.

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Manny – responded that the places he had worked previously, the job required a high level certification. It will bring together all the academic resources into an academic plan. That position in the past generally speaking doesn't have the same level of direct reports and the level of responsibility as this does.

Amanda – asked if this position would be over the instructional budget as well.

Jenny – affirmed that it would.

John Price – wanted to clarify if the Board was being asked to approve both this evening.

Manny – responded in the affirmative.

Melissa Bacon – asked (about the MUNIS position) if the District did not already have the position in place.

Jennifer – responded that we didn't have that position now, and there was a need to have that MUNIS piece.

Amanda – asked where the funds for the Senior Director position were coming from

Melissa – asked if it would come from Lu (Young)'s position?

Amanda – asked if the salary would be higher

Jennifer – reviewed the Chief Academic Officer position requirements with the Board.

Amanda – asked if it would be the same salary range as the Chief Academic Officer position.

Manny – indicated the funds are already in place, the position is in the budget and this is not a new position.

John – The position is already in the budget we just need to fill it.

A motion was made by Melissa Bacon and seconded by Daryl Love to approve the updates to the MUNIS Analyst Job Description as presented. The motion carried with a vote of 4 to 0.

A motion was made by Melissa Bacon and seconded by Daryl Love to approve the updates to the Senior Director of Academic Services position as presented. The motion carried with a vote of 4 to 0.

4. **Flex Focus Funds**

Manny Caulk gave a brief review of the flex focus funds

5. **Policy Update for Policy 03.273 Retirement**

Manny gave a review of the policy change which updates the probationary period for employees in CERS.

Rodney Jackson – explained that KRS visited and recommended the policy language change to better align with their processes.

Manny – concluded with a review of informational items and turned meeting back over to John.

Closed Session

A motion was made by Melissa Bacon and seconded by Amanda Ferguson to go into closed session at 6:36 p.m. to discuss acquisition or sale of real estate pursuant to KRS 61.180 (1) (b), proposed or pending litigation pursuant to KRS 61.180 (1) (c) and personnel pursuant to KRS 61.180 (1) (f). The motion carried with a vote of 4 to 0.

Open Session

A motion was made by Amanda Ferguson and seconded by Melissa Bacon to adjourn the meeting at 8:05 p.m. The motion carried with a vote of 4 to 0.

Adjournment

A motion was made by Daryl Love and seconded by Amanda Ferguson to adjourn the meeting at 8:06 p.m. The motion carried with a vote of 4 to 0.

John Price, Chair

**Manny Caulk, Superintendent and
Secretary to the Board**